

DANTES INSTRUCTIONS FOR MAY 2006

ASE ADMINISTRATION

Test Dates

Test administration dates for this cycle are:

CONUS 9, 11, 16 May

Overseas 9, 10, 11 May

Schedule examinations during your regular duty day.

ASE Ordering Deadline Date is 24 March

- Orders for ASE examinations must reach ASE/ACT by *24 March*.
- Order ASE examinations *directly* from ASE/ACT.
- **Overseas DANTES test centers should mail their orders to ASE/ACT early March in order to receive exams on time. There are no exceptions to the deadline date of 24 March.**
- We ask that you please follow standard ordering procedures, and **do not fax** orders to ASE/ACT. If problems occur, please contact DANTES via phone.

NOTE

DO NOT MAIL, FAX, *or* E-MAIL YOUR ASE ORDER TO DANTES.

Examination Fees

The current examination fees are as follows:

| Fees | U.S. and All Overseas DANTES Centers |
|---|---|
| Registration | \$32 |
| Regular Examinations | \$26 |
| Advanced (L1, L2) regular or recertification | \$52 |
| Recertification Tests (Other than L1 or L2) | \$26 |
| Recertification Tests – Price Cap | \$68 |

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|---------------|
| Enclosure (2) |
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DANTES INSTRUCTIONS FOR MAY 2006

ASE ADMINISTRATION, Continued

Funding Authorized for Three Exams per Cycle

- DANTES authorizes funding for a *maximum* of 3 of the \$26 ASE examinations per each semi-annual examination cycle.
- Active duty and Reserve component personnel in a related MOS, Rate, or AFSC are eligible to test for credit-by-examination or for certification.

DANTES does not fund the \$52 for L1 or L2 tests or any recertification tests; however, we do authorize funding for any other \$26 ASE exam.

Examinee Pays Registration Fee

- The examinee pays the \$32 registration fee.
 - Payment must be made using only a money order *or* personal check.
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Impac Card Payment

DANTES Code 20F must authorize use of the command Impac cards. After authorization has been received, complete Enclosure (5) and return it with all other ASE tests and materials **after** the candidate(s) have taken their examination. Use this form **only** if a command is paying the candidate's examination(s) and/or registration fee (please see authorized exams under **Funding Authorized for Three Exams per Cycle** section above).

Use Enclosures (1) & (4) to Order Exams

- Use enclosures (1) and (4) to order ASE exams.
 - Mail forms to ASE/ACT at **ASE/ACT DANTES, ATTN: Hellen Coblentz, P.O. Box 4007, Iowa City, IA 52243.**
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Each Candidate Must Complete an ASE Test Registration Form

Each candidate **must** complete an ASE Test Registration Form (Enclosure (4)). The “**D**” on the form indicates **DANTES** candidates. TCOs ***must*** submit all “**D**” forms along with their **DANTES ASE/ACT Examination TCO Form** (Enclosure (1)) to ASE/ACT DANTES (*see mailing address on Enclosure (1)*).

Late Receipt of ASE Materials

If ASE exams arrive late, the TCO must test the candidates as quickly as possible. **NOTE:** All candidates testing on the same exam must test at the same time. Refer to reference (a) for further guidance regarding late receipt of ASE materials and delayed testing.

DANTES INSTRUCTIONS FOR MAY 2006

ASE ADMINISTRATION, Continued

Download Preparation Materials

The latest *ASE Preparation Guides* may be found on and downloaded from the ASE web site at <http://www.asecert.org/>.

Returning ASE Tests and Materials

Immediately after concluding all ASE testing, return all used *and* unused test and materials in one double-wrapped package to the address below. Be certain to enclose in the package a check, money order, or Impac card payment form (Enclosure (5)) to account for each examinee's registration and testing fee (if applicable).

Mail to:

**ASE/ACT DANTES
ATTN: HELLEN COBLENTZ
P.O. BOX 4007
IOWA CITY, IA 52243**

**ASE/ACT-86
TYLER BUILDING
ATTN: HELLEN COBLENTZ
301 ACT DRIVE
IOWA CITY, IA 52245**

Transcript Requests

If examinees need additional transcripts for reporting purposes after receiving their initial score results, mail the written transcript request along with the \$5.00 fee for each transcript to:

**NATIONAL INSTITUTE FOR AUTOMOTIVE SERVICE
EXCELLENCE
ATTN: TRANSCRIPTS
101 BLUE SEAL DRIVE, SE, SUITE 101
LEESBURG, VA 20175**

Recertification Examinations

Recertification tests are priced the same as the corresponding regular test:

\$26 for 1 or 2 exams
\$68 for 3 or more exams

Examinees must submit the \$32 registration fee along with the appropriate recertification fee.

NOTE: DANTES DOES NOT PAY FOR RECERTIFICATION EXAMS.
